

GEDO #2 2015-16

Business Communications Unit Plan

	Learning Targets	Daily Activities
	<ul style="list-style-type: none">● Explain the importance of soft skills● Prepare effective written and verbal communications.	<ul style="list-style-type: none">● Read the article Soft Skills: What They Are and Why You Need Them Complete the Article Guide and submit to your teacher.● Create a google doc entitled "SOFT SKILLS"● Part 1: Find 5 videos on Youtube that discuss soft skills in the workplace. Copy the link onto your SOFT SKILLS google doc. Write a brief summary of what was discussed in each video.● Part 2: Write your answer to the following on your SOFT SKILLS google doc: Define soft skills. Why are they important? Share doc with your instructor.
	<ul style="list-style-type: none">● Explain the importance of soft skills● Prepare effective written and verbal communications.	<ul style="list-style-type: none">● Create Intro Video-Follow the linked assignment sheet
	<ul style="list-style-type: none">● Explain the importance of soft skills● Implement soft skills when solving problems.	<ul style="list-style-type: none">● Marshmallow Challenge<ul style="list-style-type: none">○ Complete the marshmallow challenge with at least 3 other people (follow the Powerpoint)○ Small group reflection-submit answers in Google doc you create and share○ Watch TED Talk video (linked in Powerpoint)
	<ul style="list-style-type: none">● Explain the importance of soft skills● Prepare effective written and verbal communications.	<ul style="list-style-type: none">● Complete activity "Communicating in a Digital World"<ul style="list-style-type: none">○ Do Assignment: Email Basics
	<ul style="list-style-type: none">● Explain the importance of soft skills● Implement soft skills when solving problems.	<ul style="list-style-type: none">● Complete the Drawing Challenge<ul style="list-style-type: none">○ Work with a partner○ Sit back-to-back: one person has a simple image and instructs the other on how to draw the image. During the first round, the person drawing may NOT ask questions. Then, they should flip the paper over and do the exercise again and they are allowed to ask questions● Complete reflection form with small groups
	<ul style="list-style-type: none">● Explain the importance of soft skills● Implement soft skills when solving problems.	<ul style="list-style-type: none">● Watch video introducing Google Calendar<ul style="list-style-type: none">○ Complete the Productivity App Worksheet○ Demonstrate for your teacher:<ul style="list-style-type: none">-How you add/modify events-How you use multiple calendars● Watch video introducing OneNote<ul style="list-style-type: none">○ Complete the Productivity App Worksheet○ Demonstrate for your teacher:<ul style="list-style-type: none">-How to add classes

		-How to add pages to notebook
	<ul style="list-style-type: none">● Explain the importance of soft skills● Implement soft skills when solving problems.	<ul style="list-style-type: none">● Complete “There’s an App for That!” assignment